

## **City of Chippewa Falls Job Description**

**Job Title:** City Planner/Transit Manager  
**Department:** Planning  
**Reports To:** Mayor/City Council  
**FLSA Status:** Exempt  
**Prepared Date:** December 5, 2017  
**Salary Grade:** 16

### **POSITION SUMMARY**

Initiates, develops, directs, and supervises the development and implementation of all matters related to planning, economic development, and transit. Develops comprehensive plans and programs for utilization of land, transportation, and public facilities. Represents the City's economic development efforts to the community and to commercial/industrial prospects, performing high level administrative and technical functions relating to the City's economic development plans and efforts. Provides administrative and professional support to the Business Improvement District, the Redevelopment Authority of the City of Chippewa Falls, the Transit Board, and the Chippewa Falls Industrial Development Corporation. Responsible for the progressive development of the commercial, industrial, and residential areas of the City ensuring the planned, orderly development of the City. Requires strong interpersonal and communication skills, customer service mentality, and problem solving ability utilized for both internal and external customers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following (other duties may be assigned):

Coordinates and directs the development and implementation of all sections of the City comprehensive plan and cooperates with other affected departments or agencies in such development and implementation.

Compiles and analyzes data on economic, social, and physical factors affecting land use, and prepares or requisitions graphic and narrative reports on data.

Reviews and makes recommendations on zoning and subdivision matters heard by the City Plan Commission and City Council.

Confers with local authorities, civic leaders, social scientists, and land planning and development specialists to devise and recommend arrangements of land and physical facilities for residential, commercial, industrial, and community uses.

Coordinates and develops effective work relations with other government agencies, civic groups, professional organizations, and the general public for implementation of City planning; and represents the City before civic and governmental agencies in explaining City planning policies and programs.

Serves as a technical advisor to the Mayor, City Council, Plan Commission, and Department Heads on planning, economic development, and transit related issues.

Researches necessary data and information and prepares grant applications for financial assistance from state and federal agencies.

Prepares and presents to the general public information and programs designed to further understanding of the planning process and the planning issues faced by the community.

Plans and develops the organization and methodology for planning projects.

Attends conferences and training sessions related to both planning, economic development, and transit to maintain awareness of the current state of the job.

Represents the City on the Metropolitan Planning Organizational Technical Advisory Committee, representing the City on both transportation and transit planning issues.

Provides technical advice to the Mayor, City Council, and Department Heads on the implementation of the City's Bicycle and Pedestrian Plan.

Administers the City's Industrial Land Sale Policy and maintains files and services each land sale transaction.

Acts as a liaison with the Chippewa Falls Main Street Program and assists in downtown redevelopment and revitalization initiatives.

Provides technical advice to the Mayor, City Council, and Department Heads on the administration and implementation of all Tax Increment District Plans.

Coordinates with the City Finance Manager and City Attorney to provide administrative support for the Chippewa Falls Redevelopment Authority (RDA) including the administration of the Tax Increment Financing District Revolving Loan Fund (RLF).

Coordinates and directs the development and implementation of other desired special plans and planning proposals to direct growth and redevelopment within the City.

Manages and coordinates economic development activities between the City and the Chippewa Falls Main Street Program, Chippewa County, the Chippewa Falls Area Chamber of Commerce, and the Chippewa County Economic Development Corporation.

Acts as contact/referral point for existing and prospective businesses needing information and/or assistance from the City.

Serves as Secretary to the Redevelopment Authority of Chippewa Falls and the Business Improvement District Board of Directors.

Coordinates City Loan programs and other forms of financial assistance geared toward economic development.

Represents the City in negotiations with prospective commercial or industrial businesses in all aspects of providing City financial incentives.

Acts as the administrative staff for the Chippewa Falls Industrial Development Corporation and assists in community-wide economic development initiatives.

Directs and coordinates all the activities of the City transit network and serves as the technical advisor to the City Transit Board.

Does related work as required.

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises one non-supervisory employee. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **COMPUTER SKILLS**

Must be proficient in the use of personal computers in an office environment. Knowledge of, and ability to use word processing, spreadsheet and database programs. Ability to work in a network environment. Should also have a basic understanding of Internet/e-mail access and use.

### **EDUCATION/EXPERIENCE**

Degree from a four-year college or university in urban planning or public administration preferred. A minimum of four years related experience, or equivalent combination of education and experience, in planning and economic development with a municipality is desired. American Institute of Certified Planners designation or equivalent desirable. In addition to preferred degree, the applicant must have a working knowledge of TIF administration and the principles, practices, and administration of economic development.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to define problems, collect data, establish facts, and draw valid conclusions.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

National Development Council Economic Development Finance Professional or equivalent desired. Valid Driver's License.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.